

## **CHAPTER 6**

### **CLUB CONSTITUTIONS**

#### **INTRODUCTION**

This is an example of a club constitution. It serves as an example only. A particular club may delete or add clauses in accordance with its specific needs or circumstances.

The example may with the necessary contextual changes, be adopted as club constitution.

#### **CONSTITUTION OF THE CLUB OF THE**

#### **NAMIBIA ENDURANCE RIDE ASSOCIATION** **(NERA)**

- 6.1       **NAME**  
The name of the club is THE CLUB OF THE NAMIBIA ENDURANCE RIDE ASSOCIATION.
- 6.2       **INTERPRETATION**  
For interpretation of the constitution and regulations each word or expression shall have the following meaning unless otherwise indicated or the context requires otherwise.
- 6.2.1     **Affiliation fees** Moneys annually payable by each club to the NERA Council.
- 6.2.2     **Resolutions** Decisions made by club managements or a veterinary panel, and ratified by Council.
- 6.2.3     **Visitor** Any member of the public attending an endurance ride Held under the auspices of the Association.
- 6.2.4     **Accredited club** A club which has organised three (3) consecutive rides to the satisfaction of the Council Management (See 12.6) and act to the stipulations of this constitution.
- 6.2.5     **Club** An endurance ride club functioning according to this Constitution and the stipulations of Council.
- 6.2.6     **Members** Paid up members of the Association.
- 6.2.7     **Competitor** Any rider who competes in an endurance ride under the auspices of the Association.
- 6.2.8     **National ride** An endurance ride organised under the auspices of and by Council.

- 6.2.9 **Pleasure ride** A non-competitive long distance ride organising according to the rules and regulations of the Association.
- 6.2.10 **Club ride** An endurance ride organised by the Club Management.
- 6.2.11 **Club veterinarian** A qualified veterinary surgeon co-opted by the Club Management to serve on the Club Management
- 6.2.12 **Council** Members of the Association elected or appointed to Council in accordance with the constitution of the Association.
- 6.2.13 **Endurance ride** A competitive long distance ride under the auspices of the Association, during which the endurance and fitness of horses are tested according to the stipulations of the Association.
- 6.2.14 **Veterinary panel** A panel of qualified veterinary surgeons (approved by club managements, or Council which ever the case may be) to look after the veterinary aspects of endurance rides in accordance with the rules of the Association.
- 6.2.15 **Association** The Namibia Endurance Ride Association.
- 6.2.16 **Pre-rides** A competitive endurance ride held according to the rules of the Association and which serves as a qualifying ride for the National championships of the Association.

### 6.3 **STATUS OF THE CLUB**

- 6.3.1 The club is a voluntary organisation without gain.
- 6.3.2 The club is established to promote and achieve the objectives as set out in this constitution.
- 6.3.3 The club has the powers and capacities set out in this constitution.
- 6.3.4 The club is a legal person which exists independent of its members and is the independent bearer of rights and obligations with perpetual succession.
- 6.3.5 The club has the capacity to independently perform any legal action.
- 6.3.6 The liability of members to the obligations of the club shall be limited to the amount of a member's unpaid membership fees, club affiliation fees and any other amounts owed by the member to the club.
- 6.3.7 The club is affiliated to the Namibia Endurance Ride Association (NERA)

### 6.4 **JURISDICTIONAL AREA**

- 6.4.1 The Club achieves its objectives and exercises its powers and capacities in \_\_\_\_\_.

### 6.5 **OBJECTIVES**

- 6.5.1 To further, promote and control endurance riding as an amateur

- Sport.
- 6.5.2 To coordinate and standardise endurance riding in \_\_\_\_\_.
- 6.5.3 To organise and hold endurance rides as deemed necessary.
- 6.5.4 To render advice and information to competitors and interested members of the public with regard to endurance rides, pleasure rides, and equitation in general.
- 6.5.5 To ensure that horses competing in endurance rides are not subject to conditions and circumstances detrimental to their well-being.
- 6.5.6 To determine, coordinate and control all aspects related to a \_\_\_\_\_ team i.e. composition, number of team members, fitness of horses and riders, selection criteria, etc.
- 6.5.7 To ensure that all information and statistical data regarding Official rides held in \_\_\_\_\_ are forwarded to the Council and Statistics Bureau.
- 6.5.8 To award club colours to qualifying members, in terms of this Constitution.

## 6.6 **ORGANISATIONAL STRUCTURE**

- 6.6.1 The Namibia Endurance Ride Association consists of a national Body i.e. the Council (sometimes referred to as the Central Committee) and a number of clubs.
- 6.6.2 Council coordinates and controls endurance riding at national level while clubs perform this function at local levels respectively.
- 6.6.3 All clubs are represented on Council in equal numbers.

## 6.7 **CLUB MANAGEMENT**

- 6.7.1 Every second year at the Annual General Meeting of the Club a Club Management is elected consisting of the following members:
- Chairperson
  - Vice-Chairperson
  - Secretary
  - Treasurer
  - Three additional members
  - Club veterinary surgeon (co-opted member)
  - Team manager
- 6.7.2 Should more than one person per office be nominated voting takes place by ballot paper.
- 6.7.3 All office bearers are eligible for re-election.
- 6.7.4 The Club Management can appoint ad hoc committees, co-opt any member and delegate its powers with a view to pursuing its objectives.
- 6.7.5 At Club Management meetings co-opted members shall be

- 6.7.6 observers without having the vote unless otherwise determined by this constitution.
- 6.7.7 The Secretary of the Club Management reports any information about the Club to Council as and when required.

6.8 **CLUB EXECUTIVE**

- 6.8.1 The Club Executive consists the following members:
- 6.8.2 - Chairperson
- Vice-chair
- Secretary and/or Treasurer
- 6.8.3 Should a member of the Executive resign the club management concerned nominates a replacement and notifies the Council Secretary within seven (7) days.

6.9 **REPRESENTATION OF THE CLUB MANAGEMENT ON COUNCIL**

- 6.9.1 Every second year at its Annual General Meeting Club Management elects from amongst its members a Club representative on Council.
- 6.9.2 A member of the Club Management shall preferably not hold More than one office of Council simultaneously.
- 6.9.3 The Secretary of the Club Management forwards the name of the elected representative to the Secretary of Council within seven (7) days after the decision had been made.
- 6.9.4 The Secretary of the Club shall keep a register of the members of the Club Management which contains names, addresses, telephone numbers and other relevant information.

6.10 **CLUB MANAGEMENT FUNDS**

- 6.10.1 The Club Management generates its own funds by way of Affiliation fees, donations, sponsors, etc.
- 6.10.2 Funds are appropriated exclusively towards furthering the objectives of the Club.
- 6.10.3 Record of the Clubs financial business shall be kept precisely and accurately and is subject to an annual audit by two members of the Club Management (the treasurer included)
- 6.10.4 Power of attorney rests with the Treasurer, the President and the Vice-president. At least two signatures shall appear on all withdrawal documents.
- 6.10.5 The financial year runs from 1 March to 28 February.

6.11 **CLUB MANAGEMENT MEETINGS**

- 6.11.1 The Club Management Meeting is the highest authority in the Club.

- 6.11.2 The Club Management meets regularly but at least once a year in order to ensure proper management and administration of Club affairs.
- 6.11.3 A quorum shall consist of at least 50% members plus one.
- 6.11.4 Should a quorum not be attained, the meeting shall be postponed for two weeks at the most.
- 6.11.5 Members are notified immediately after the non-representative meeting, of the date and venue of the next meeting.
- 6.11.6 All those present at the second meeting form a quorum.
- 6.11.7 All meetings are conducted according to normal procedures determined by common law.
- 6.11.8 In cases of equal voting, the chairperson has a casting vote.
- 6.11.9 Minutes of each meeting are held and submitted for ratification at the next meeting.

## 6.12 **ESTABLISHMENT OF CLUBS**

- 6.12.1 The establishment of new clubs shall not lead to the decline of existing ones. Members are encouraged to rather join existing clubs should this be geographically feasible.
- 6.12.2 A club consists of at least ten (10) active riders.
- 6.12.3 A club's membership consists of all paid up riders and members of public who endorse the constitutions of the Association.
- 6.12.4 Before a club is formed an application shall be submitted to the Council Management. The letter of application providing as much as possible information on the intended club, and a club constitution should be forwarded to the Secretary of the Council Management.
- 6.12.5 The letter of application shall also furnish the official address of the intended club. Should the club be approved any future changes of address should be sent to the Secretary of the Club within seven (7) days.
- 6.12.6 After receipt of the letter of application, the constitution and the necessary affiliation fees the Council Management shall appoint one or more of its members to locally evaluate the club and submit a report to the Council Management.
- 6.12.7 In evaluating a club the following requirements are set:
  - 6.12.7.1 A suitable route along which an endurance ride course of at least eighty (80) kilometres can be measured.
  - 6.12.7.2 Provision for all the rules of the Association with regard to the Planning and marking of routes (copies available from the Secretary of Council).
  - 6.12.7.3 Provision for all facilities necessary to hold an official ride i.e. a well furnished terrain which can serve as a starting point, own equipment such as route indicators, drinking troughs, sound system etc, trained time keepers, course officials, and a veterinarian.

- 6.12.8 The approval of the establishment of a club is submitted to Council for ratification.
- 6.12.9 The Council Secretary informs the secretary of the club Concerned of Council's decision within twenty one (21) days after ratification.
- 6.12.10 Should the application be unsuccessful all documents and fees mentioned in 12.5 shall be returned to the club secretary within seven (7) days.

6.13 **GENERAL MEETINGS**

- 6.13.1 An Annual General Meeting shall be held at least once a year to Discuss matters of general interest and to elect members to the club management as necessary.

6.14 **DISSOLUTION OF CLUBS**

- 6.14.1 A club dissolves when two thirds (2/3) of the members present at a general meeting so decide.
- 6.14.2 All members shall be notified at least one month in advance of the date and venue of the meeting at which the dissolution is to be discussed.
- 6.14.3 The Council Management is to be notified in writing within seven (7) days of the decision to dissolve the club.
- 6.14.4 The Council Management ratifies the dissolution after the club has honoured its financial commitments to the Council.
- 6.14.5 The General meeting decides to what use the balance of its funds and assets will be put.
- 6.14.6 The club secretary shall be notified within seven (7) days by the Secretary of the Council of the ratification and dissolution.
- 6.14.7 The Club Management can decide to dissolve a club under the following circumstances:
  - 6.14.7.1 The club is no longer viable in the opinion of the Club Management.
  - 6.14.7.2 The club has violated any of the rules of the present constitution.
  - 6.14.7.3 The club by any action or neglect disgraced the Association.
  - 6.14.7.4 The club failed to pay the prescribed affiliation fees within thirty (30) days after the due date.
  - 6.14.7.5 The club has less than ten (10) active riders.
- 6.14.8 No steps to dissolve a club shall be taken prior to notifying the club secretary by registered mail of the Council Management meeting at which the matter will be discussed.
- 6.14.9 If so desired the club management makes use of the opportunity to attend the meeting and argue its case.

6.14.10 The Secretary of the Council Management notifies the club secretary within seven (7) days and in writing of the decision to dissolve the club.

6.14.11 A dissolved club can re-apply for affiliation to the Council Management and re-admitted, subject to conditions set by the Council Management and Council.

## 6.15 **SELECTION OF A CLUB TEAM**

6.15.1 A club team takes part in competitions as and when determined by the Club Executive.

6.15.2 The Club Management appoints a selection committee which consist of the Club Management and a Club Veterinarian and a Team Manager should the Team Manager not be part of the Management Committee.

6.15.3 The Chairman acts as convener of the selection committee.

6.15.4 A club team consists of as many members as Management may decide upon.

6.15.5 Only official rides, open to all members in the club, are considered in selecting a team.

6.15.6 In selecting a team the best three (3) pre-rides over at least 80 km of a rider-horse combination is used.

6.15.7 Factors to be considered are the following: average speed per ride, placement in the top ten riders per ride and mass of the rider per ride.

6.15.8 A combination can strengthen its chances of being selected by completing more than the required minimum of three (3) rides.

6.15.9 Apart from the above criteria per combination, additional factors may be taken into account when selecting a team. These may include: sportsmanship, behaviour during and after rides, contributions to the furthering of a positive image of endurance riding, responsibility and behaviour towards other competitors, handling and treatment of his/her horse during and after rides, previous performance and experience of endurance rides, the intention to ride competitively for the team etc.

## 6.16 **AWARDING OF CLUB COLOURS**

6.16.1 Club colours are awarded to each team member who completes the National Championships in the top ten (10) riders.

6.16.2 Club colours are awarded to a rider who is selected for the Club Team as well as the National team, with the understanding that the rider (as a member of the above mentioned team) completes the National Championships in the top ten (10).

6.16.3 Club colours are awarded to the President and the Team Manager.

## 6.17 **AMENDMENT OF THE CONSTITUTION**

6.17.1 The constitution may be amended at a Club Management Meeting provided that at least two thirds (2/3) of the delegates vote in favour of the proposed amendment.

6.17.2 All proposed amendments shall be circulated amongst all Members of the Club Management at least thirty (30) days before the meeting at which the amendments are to be tabled.

6.18 **INDEMNITY**

6.18.1 Any horse, vehicle or article brought to the premises where an official endurance ride s held, shall be brought there at the sole risk of the owner.

6.18.2 The Club shall not be liable for any damages suffered by any rider or member of the public at an endurance ride.

6.18.3 Any member or visitor who rides a horse at an endurance ride shall do so at his/her own risk.

6.19 **AUTHENTIC VERSION OF CONSTITUTION**

6.19.1 The constitution having been considered and approved.

Read and adopted on this .....day of .....  
at .....

**CHAIRMAN:** .....

**SECRETARY:** .....



Reserved for future use

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